# NORTHPORT/LEELANAU TOWNSHIP UTILITIES AUTHORITY

**NORTHPORT/LEELANAU TOWNSHIP UTILITIES AUTHORITY**
**August 13, 2024**
**9:30 a.m.**
**REGULAR BOARD MEETING**

**AGENDA**

1. Chair calls regular meeting to order

2. Additions or Corrections to the Agenda

3. Approval of Minutes of the June 13, 2024 meeting

4. Public Comment/Correspondence

5. Payment of the Bills: (June-Aug)

6. Staff Reports
   A. Clerk's Report
   B. Deputy Treasurer Report
   C. Superintendent's Report
   D. JACOBS Monthly Report

7. Discussion/ Potential Action Items:

   - Woolsey Lake Sewer main extension
   - Scada addition for monitoring daily flows
   - Capital Projects for 2024-25

8. Public Comment

9. Member Comment

10. Adjournment

Northport/Leelanau Township Utilities Authority

116 W. Nagonaba, PO Box 158 Northport, MI 49670

Draft Minutes

June 11, 2024

Regular Meeting

**I. CALL TO ORDER** The meeting was called to order by Chair McMillan at 9:30 a.m.

**II. ROLL CALL** Board Members Present: Chris Holton, Mike McMillan, James Root, William Harper
**Absent:** Chris McCann attended via Zoom

**Staff Present:** Joni Scott, Clerk, and Denise Dunn, Deputy Treasurer

**III. ADDITIONS OR CORRECTIONS TO THE AGENDA**

There were no additions or corrections to the agenda.

**IV. APPROVAL OF MINUTES**

William Harper **Moved, Supported by** Chris Holton to approve the May 14, 2024, Regular and Annual meeting minutes as presented. **Motion Carried.**

**V. PUBLIC COMMENT/CORRESPONDENCE**

None

**VI. PAYMENT OF BILLS**

Chris Holton **Moved, Supported by** William Harper to approve the bills to be paid for the months of May and June in the amount of $62,427.31
Roll Call Vote: Yeas (4) Nays (0) Absent (1) **Motion Carried.**

**VII. STAFF REPORTS**

**A. Clerk Report:**

Clerk Scott presented comprehensive financial reports to the Board, including cash transaction details, trial balance, and revenue/expenditure reports. According to the meeting context, Joni Scott provided the following as part of the Clerk's report: Scott mentioned that Jacobs is offering to meet with a grant writer to help identify potential grants based on the Capital Improvement Plan. She said she would work with the board chair to schedule this meeting.

**Deputy Treasurer:**

Deputy Treasurer Denise Dunn reported that the collection of quarterly deposits is winding down, until the next billing in July.

### B. Superintendent Report:

Superintendent Chris Holton provided updates on maintenance activities and ongoing projects at the wastewater treatment plant and within the sewer system. Planned measures for dust control and mowing at the plant were scheduled to maintain operational efficiency. Additionally, he discussed progress in coordinating with a contractor for the installation of sewer taps and laterals. Holton also gave an update on the Woolsey Lake sewer main extension, mentioning delays in soil boring work in collaboration with the county road commission due to issues with drilling equipment.

### C. Treatment Plant Operator Report:

Treatment Plant Operator, Andrew Waldron, provided a verbal update on the Treatment Plant and Collection system. He discussed recent challenges at the facility, specifically mentioning backups on screens at the Treatment that were successfully addressed over the weekend. Waldron attributed the backups to an extended period of the mixer being out of service. To prevent future issues, he suggested the plant's consideration of acquiring a spare mixer. Additionally, Waldron reported positive outcomes from the completion of quarterly monitoring well sampling, indicating satisfactory results across the board.

## VII. DISCUSSION/ACTION ITEMS

- **2023-24 Audit Presentation**

Michael Cool presented the audit report, emphasizing his role in providing an opinion on the NLTUA's financial statements while the rest of the report comprises the authority's financial data. The audit, conducted in April, focused on high-risk areas such as buildings and the Jacobs contract. On page eight, the balance sheet revealed total liabilities of $328,000, surpassing cash on hand by $140,000, highlighting a financial deficit. Page nine indicated an increased fund balance of $185,000, necessary for future infrastructure repairs like mixers and pumps. Cool endorsed the recent rate increase as prudent, given rising costs and infrastructure needs. He recommended continued collaboration with rate study consultants for strategic rate adjustments. The audit highlighted internal control concerns such as the lack of segregation of duties and the need for formalized policies like capitalization, electronic banking, and investments. Issues with billing

errors, payroll discrepancies, and intergovernmental borrowing were also addressed, with recommendations for enhanced documentation and policy implementation to strengthen internal controls.

- **July Meeting Date:**

  DPW Superintendent Chris Holton mentioned that July would be a busy month and that even a half-hour meeting adds to everyone's schedules. Mike McMillan agreed, emphasizing that skipping the meeting was a good idea given everyone's busy calendars in July.

  Mike McMillan Moved, Supported by Chris Holton approved skipping the July meeting and resuming regular meetings in August. Motion Carried.

## VIII. PUBLIC COMMENT

Denise Dunn- expressed strong support for not changing the software for NLTUA. She agreed with Mike's recommendation, citing recent changes at the Township that caused many issues with data transfer from the previous system. Dunn warned that switching software is not worth the expense unless there is a willingness to invest significant time in managing a difficult transition and addressing potential human errors.

## IX. MEMBER COMMENTS

Trustee William Harper thanked board chairman Mike McMillan for finding the audit firm. Harper said it wasn't easy and they got the right one. Harper said the audit presentation was excellent and thanked McMillan for doing a lot of work to find a firm that would properly do the audit.

## X. ADJOURNMENT

Chairman McMillan adjourned the meeting at 10:30 am.

Respectfully Submitted by:

Joni L. Scott, NLTUA Clerk

# Check Register Report



NLTUA BANK: HUNTINGTON BANK

| Check Number | Check Date | Status | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name | Check Description | Amount |
|---|---|---|---|---|---|---|---|---|
| **HUNTINGTON BANK Checks** | | | | | | | | |
| 4812 | 06/25/24 | Printed | | | DTE | DTE ENERGY | GAS | 61.07 |
| 4813 | 06/25/24 | Printed | | | LANDIA | LANDIA, INC | MIXER | 5,880.01 |
| 4814 | 06/25/24 | Printed | | | UHY | UHY LLP | AUDIT | 8,215.00 |
| 4815 | 06/25/24 | Printed | | | VILLAGE | VILLAGE OF NORTHPORT | | 487.62 |
| 4816 | 07/09/24 | Printed | | | CONSUMERS | CONSUMERS ENERGY | ELECTRIC | 5,970.75 |
| 4817 | 07/09/24 | Printed | | | GFK | GFL ENVIRONMENTAL | TRASH SERVICES | 79.86 |
| 4818 | 07/09/24 | Printed | | | OMI | OPERATIONS MANG. INTERNATIONAL | JULY | 20,897.18 |
| 4819 | 07/18/24 | Printed | | | DTE | DTE ENERGY | GAS | 61.07 |
| 4820 | 07/18/24 | Printed | | | HAVILAND | HAVILAND PRODUCTS COMPANY | CALCIUM NITRATE | 3,620.76 |
| 4821 | 07/18/24 | Printed | | | LCE | LEELANAU COMMUNITY ENERGY,LLC | ELECTRIC | 638.83 |
| 4822 | 07/18/24 | Printed | | | LINGO | LINGO COMMUNICATIONS | TELEPHONE | 342.07 |
| 4823 | 07/18/24 | Printed | | | RUNNING | RUNNING, WISE & FORD P.L.C. | ATTORNEY FEES | 168.00 |
| 4824 | 07/18/24 | Printed | | | US POST | US POSTMASTER | BULK MAILING FEES | 296.80 |
| 4827 | 07/30/24 | Printed | | | HAVILAND | HAVILAND PRODUCTS COMPANY | FREIGHT | 469.00 |
| 4828 | 07/30/24 | Printed | | | KAL | KAL EXCAVATING | SEWER VAULT REPAIRS | 1,325.00 |
| 4829 | 07/30/24 | Printed | | | VILLAGE | VILLAGE OF NORTHPORT | WATER | 284.90 |

**Total Checks: 16** **Checks Total (excluding void checks): 48,797.92**

**Total Payments: 16** **Bank Total (excluding void checks): 48,797.92**

**Total Payments: 16** **Grand Total (excluding void checks): 48,797.92**

| As of: 8/31/2024 | | YTD Debits | YTD Credits |
|---|---|---|---|
| Fund: 590 - SEWER FUND | | | |
| Assets | | | |
| 001.000 | NLTUA CASH-CHECKING | 198,362.90 | 0.00 |
| 001.001 | CASH-NORTHPORT VILLAGE | 60,289.39 | 0.00 |
| 001.002 | CASH-LEELANAU TOWNSHIP | 10,846.56 | 0.00 |
| 028.000 | UTILITY BILLS RECEIVABLE | 326,921.82 | 0.00 |
| 029.000 | UTILITIES PENALTY RECEIVABLE | 853.67 | 0.00 |
| 111.000 | PREPAID EXPENSES | 9,809.98 | 0.00 |
| 142.000 | LAND IMPROVEMENTS | 241,647.40 | 0.00 |
| 144.000 | PLANT EQUIPMENT | 350,835.17 | 0.00 |
| 146.000 | OFFICE EQUIPMENT & FURNITURE | 15,337.29 | 0.00 |
| 147.000 | ACCUM DEP-OFFICE EQUIP & FURN | 0.00 | 176,668.79 |
| | Assets | 1,214,904.18 | 176,668.79 |
| Liabilities | | | |
| 202.000 | ACCOUNTS PAYABLE | 0.00 | 7,514.86 |
| 226.000 | DUE TO TOWNSHIPS-LEELANAU | 0.00 | 24,618.75 |
| 227.000 | DUE TO VILLAGES-NORTHPORT | 0.00 | 126,467.31 |
| 230.000 | DUE TO VILLAGE OF NPT. LOAN | 0.00 | 191,179.79 |
| | Liabilities | 0.00 | 349,780.71 |
| Reserves/Balances | | | |
| 390.000 | Fund Balance | 0.00 | 491,690.19 |
| | Reserves/Balances | 0.00 | 491,690.19 |
| Revenues | | | |
| Dept: 000 | | | |
| 540.000 | LTCH HOOK UP APPLICATION GRANT | 0.00 | 600.00 |
| 642.000 | OPERATION/MAINTENANCE FEES | 0.00 | 342,864.59 |
| 655.000 | LATE CHARGES INTEREST | 0.00 | 964.98 |
| | Dept: 000 | 0.00 | 344,429.57 |
| | Revenues | 0.00 | 344,429.57 |
| Expenditures | | | |
| Dept: 101 | UTILITY AUTHORITY BOARD | | |
| 727.000 | OPERATING SUPPLIES | 435.45 | 0.00 |
| 740.000 | POSTAGE | 566.30 | 0.00 |
| 800.000 | CONTRACTUAL SERVICE | 3,736.54 | 0.00 |
| 801.000 | LEGAL SERVICES | 1,197.00 | 0.00 |
| 802.000 | CPA SERVICES | 8,215.00 | 0.00 |
| 850.000 | TELEPHONE | 93.09 | 0.00 |
| 955.000 | MISCELLANEOUS | 487.62 | 0.00 |
| | Dept: 101 UTILITY AUTHORITY BOARD | 14,731.00 | 0.00 |
| Dept: 102 | WASTEWATER TREATMENT PLANT | | |
| 850.000 | TELEPHONE | 1,057.57 | 0.00 |
| 920.000 | UTILITIES/ ELECTRIC | 23,799.68 | 0.00 |
| 925.000 | CONTRACTUAL SERVICES | 84,012.92 | 0.00 |
| 927.000 | UTILITIES/WATER | 565.00 | 0.00 |
| 930.000 | REPAIRS & MAINTENANCE | 8,867.83 | 0.00 |
| | Dept: 102 WASTEWATER TREATMENT PLANT | 118,303.00 | 0.00 |
| Dept: 103 | WASTEWATER COLLECTION SYSTEM | | |
| 727.000 | OPERATING SUPPLIES | 4,509.27 | 0.00 |
| 850.000 | TELEPHONE | 1,121.61 | 0.00 |
| 920.000 | UTILITIES/ ELECTRIC | 5,489.37 | 0.00 |

Jacobs

Challenging today.
Reinventing tomorrow.

Jacobs Engineering
606 Hannah Ave.
Traverse City, MI 49686
T 231-922-4922

July 10th, 2024

Attn: Joni Scott/Clerk
Northport Leelanau Township Utility Authority, NLTUA

Project name: Northport
Project no: 378107CH

**Subject: Monthly Operations Report**

Dear Mrs. Joni Scott

This report covers our operations and maintenance activities for June 2024.

Yours sincerely,

Justin Straub
Operations Supervisor
231-922-4922
Justin.Straub@jacobs.com

*Mark J Huggard*

Mark Huggard
Project Manager
231-313-5592
Mark.huggard@jacobs.com

Copies to: NLTUA Board
Jacobs Staff

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## Executive Summary

This month's operations report highlights several key activities at the NLTUA facility.

- Submitted May's DMR, meeting all compliance requirements.
- Adjusting/Monitoring air controls to decrease elevated Nitrate levels.
- Plant call outs in June
    - High Anoxic Level 6/3/24
    - MBBR Cells 3 and 4 plugged 6/8/24
    - Anoxic cell high, sand filters plugged 6/14/24
    - Anoxic cell high, sand filters plugged 6/19/24
- 12 Residential Grinder Call outs are listed in Table below

Upcoming activities include:

- Submittal of June 2024 DMR.
- 7th Street Liftstation Pump Install

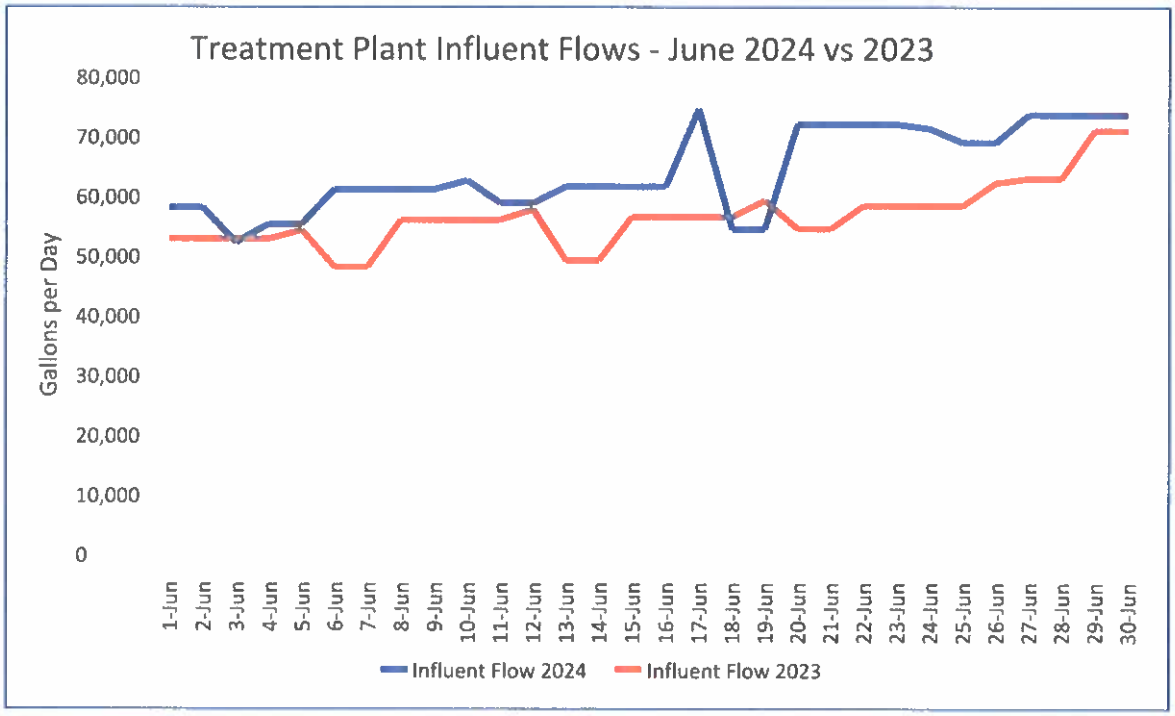
If there is anything you would like added to the monthly reports, please let us know.

## Treatment Plant Operations and Maintenance

| | June 2024 | Last Month | Last Year |
|---|---|---|---|
| Influent flow daily average, GPD | 64,232 | 53,563 | 56,708 |
| Monthly electrical usage, Kw Hrs* | 26,915 | 25,076 | 23,944 |

We submitted the monthly Discharge Monitoring Report (DMR) for June 2024. The facility complied with all permit parameters, except Total Phosphorus and Biological Oxygen Demand on sample date 6/5/24. Both the client and EGLE regulator were informed of the exceedance. Furthermore, both analytes returned to historical norms the following sample day 6/6/24.

The following graph compares the plant influent flows of the reporting month last year to that of 2024.




## Collection System Operations and Maintenance

### Collection System

No issues related to the collection system in June.

## Lift Stations

No lift station call outs, or operational issues occurred during June.

## Grinder Pump Responses

As part of our due diligence to reduce repeat call out repairs to residential grinders, we perform the following checks at each visit.

- ✓ Tighten all control connections within the control cabinet.
- ✓ Remove grease and debris from grinder tank.
- ✓ Remove all grease buildup from float switches.
- ✓ Verify all float switches operate properly and are positioned properly.
- ✓ Confirm proper pump operation.
- ✓ Verify alarm light is operational and audible alarm, if applicable.
- ✓ Inspect wet well components.
- ✓ Replace both the start and run capacitor.
- ✓ Inform homeowner of findings and what not to put in their sewer.

The following table summarizes our grinder pump responses. More details can be provided upon request.

| Date | Location | Alarm/Issue | Resolution |
|---|---|---|---|
| 6/3/2024 | 183 West Street | Alarm light on | Replaced bad capacitor |
| 6/7/2024 | 12521 Woolsey Lake Rd | Alarm light on | Replaced start capacitor and replaced/reseated wires |
| 6/8/2024 | 413a M-22 | High Level | Cleaned grease and Debris |
| 6/8/2024 | 13745 Northport Point Rd | Overload | Replaced pump |
| 6/12/2024 | 10860 North Shore Dr | Overload | Replaced capacitor and wires due to corrosion within panel |
| 6/13/2024 | 13745 Northport Point Rd | Alarm Light on | Replaced pump and check valve |
| 6/17/2024 | 11401 North Shore Dr | Alarm light on | Roots needed to be cleared from floats |
| 6/19/2024 | 11401 North Shore Dr | Toilet backed up | Confirmed functionality |
| 6/19/2024 | 12833 Northport Point Rd | High Level and Overload | Replaced start capacitor. |
| 6/20/2024 | 8634 Dawn Haven Rd | High Level and Overload | Replaced pump and check |
| 6/22/2024 | 13420 Paradesia | Alarm Light | Confirmed functionality |
| 6/23/2024 | 187 West Street | Alarm Light | Confirmed functionality |

## On The Horizon

| Task | Update | Estimated time of completion |
|---|---|---|
| ARV Inspections | Scheduled for Jacobs completion | Completed |
| Semi-Annual Mixer PMs | Scheduled for Jacobs completion | Completed |
| Annual manhole inspections | Completed 50% remaining 50% to be completed spring 2024. | Summer 2024 |
| Settling basin engineering evaluation | NLTUA to consult their engineer | 2024 |
| Ferric chloride room day tank relocation | NLTUA to consult their engineer | 2024 |
| Quarterly Monitoring Well Sampling | 3rd Quarter 2024 | August 2024 |

## Financial Report

| Current Reporting Month | Jun-24 | Comments |
|---|---|---|
| Repairs Spending Treatment Plant Current Month | $ 2,675.78 | Dissolved oxygen probe replacement |
| Repairs Spending Treatment Plant Year to Date | $ 6,168.50 | |
| | | |
| Repairs Spending Residential Grinder Pumps Current Month | $ 1,180.21 | Grinder pump spare repair parts |
| Repairs Spending Residential Grinder Pumps Year to Date | $ 3,974.87 | |
| | | |
| Repair Spending Collection System (lift stations/sewer) Current Month | $ 2,027.50 | Purchased two air release valves |
| Repair Spending Collection System (lift stations/sewer) Year to Date | $ 2,027.50 | |
| | | |
| Repairs Hours Treatment Plant Current Month | 79.75 | |
| Repairs Hours Treatment Plant Year to Date | 169.75 | |
| | | |
| Repairs Hours Treatment Plant Current Month | - | |
| Repairs Hours Treatment Plant Year to Date | - | |
| | | |
| Repairs Hours Residential Grinder Pumps Current Month | 47.25 | |
| Repairs Hours Residential Grinder Pumps Year to Date | 109.55 | |
| | | |
| Repair Hours Collection System (lift stations/sewer) Current Month | 27.00 | |
| Repair Hours Collection System (lift stations/sewer) Year to Date | 26.60 | |
| | | |
| Total Repair Hours Current Month | 154.00 | |
| Total Repair Spending Current Month | $ 4,703.28 | |
| | | |
| Total Repair Hours Year to Date | 305.90 | |
| Repairs Hours Budget Remaining (Limit 300 Hrs) | (5.90) | |
| | | |
| Total Repair Spending Year to Date | $ 12,170.87 | |
| Repair Spending Budget Remaining (Limit $8,000) | $ (4,170.87) | |
| | | |
| Total Repair Hours 2023 | 502.00 | |
| Total Repair Spending 2023 | $ 38,307.17 | |

Jacobs Challenging today. Reinventing tomorrow.

**Date:** July 23rd, 2024
**To:** Joni Scott, NLTUA
Christ Holton, NLTUA
**From:** Justin Straub Jacobs, Operations Supervisor
**Copy:** Mark Huggard, Jacobs, Project Manager
Andrew Waldron / Jacobs, Maintenance Supervisor
Nick Lenzi / Jacobs, Geographical Project Manager

**Subject:** SCADA Programming to allow for Daily Flow Totalization

The purpose of this memo is to provide the necessary background information regarding the Wastewater Treatment Facility's ability to monitor daily flows, which can be utilized to predict and/or troubleshoot operational issues.

**Background**

Currently at the NLTUA WWTP, we have a totalized flow that is recorded with each visit. Visiting 3 days a week requires us to use an averaged flow between visits and assign those flows equally to each day passed. This means that if there is a variance in flow between those averaged days, we cannot pinpoint the change and thus are left shorthanded on predictive changes and relying more on responsive changes.

In the interest of serving the Village to the best of our ability, Jacobs recommends having the SCADA program updated, in line with the attached quote, to allow for individualized daily flows to aid in our ability to predict backups, troubleshoot operational issues regarding flow rates, and better account for the day-to-day operations.

Thank you for your attention to this matter. If you have any questions or require further information, please do not hesitate to reach out to us.

Sincerely,

# Justin T. Straub

Justin Straub | Jacobs | Operations Supervisor
O: 231.922.4921 | M: 231.632.7247 | Justin.Straub@Jacobs.com
606 Hannah Ave. | Traverse City, MI 49686 | United States

WINDEMULLER

*Partners in your success*

July 16, 2024

Justin Straub
Jacobs Engineering
Northport WWTP
Northport, MI

Dear Justin,

PROJECT: Northport WWTP Totalizer Snapshots
SUBJECT: Proposal
PROPOSAL #: JPN24-029

This proposal is for labor on a T&M basis to provide a PLC/SCADA programmer to set up a system to visualize the last 5 days of wastewater plant flow total. All work will be performed during normal business hours Monday through Friday.
The following equipment and services are included:

- PLC programming labor to take and store 5 days of totalizer snapshots,
- SCADA programming to display the last 5 days of totalizer snapshots
- Estimated 8hrs of programming labor at $155/hr

Our proposal is based on the following:

1) For work to be performed on existing customer programs, source codes, documentation, and any other information as required to gain access to the programs are to be provided to Windemuller. All software licenses must be current unless otherwise noted.
2) For work to be performed using existing equipment, the equipment must be in good working order and suitable for the intended use.
3) Windemuller will repair or replace equipment supplied by us found to be defective for one (1) year after commissioning. Warranty work will be performed as soon as possible after notification. If it is determined that warranty issues are not the responsibility of Windemuller, all time and material may be billed at our current rates. Warranty labor associated with basic programming or scaling adjustments only, will be extended for a period of 2 years from the date of installation
4) **Professional Courtesy and Non-Solicitation Agreement:** In exchange for the above concessions both parties, i.e. Windemuller and your company agree to not solicit each other's employees for a period of 2 years after the last date of services performed. In addition, any proprietary information or programs from both parties will not be forwarded or distributed to others.
5) Windemuller Anticipated Billing Milestones
    a. Progress monthly on a T&M basis.
6) This proposal is valid for 20 days.

The estimated cost for the above-described work is ***$1,240.00,*** including tax.

WINDEMULLER

*Partners in your success*

Thank you for the opportunity to provide a proposal for your requirements. If you have any questions, please feel free to contact us.

Sincerely,

Jeff Novack
Automation Account Manager

Accepted By_____

Printed Name_____

Purchase Order_____

Date_____

Budget Allocation for 2024-25 Capital Improvement Projects (CIP) as per the 2023 Utility Financial Solutions (UFS) Rate Study.

- Main Lift Station to Plant Force main cleaning- $107,000
- Ferric Chloride Room Equipment upgrades-$20,000
- Replace Recycle Pump #1- $14,500
- Main Lift Station Wet Well Re-lining-$43,000
- Manhole Cleaning-$27,597
- Purchase Landi Mixer for Treatment Plant-$17,000

Total- $229,097

**Total Budget Expenses**-$706,950
**Total Budget Revenues**-$791,084 Fund Balance-$84,134

**Table Seven A (Scenario One) - Projected Financial Summary 2025-2032 (with I**
This scenario captures the Capital Plan as provided by NLTUA; a loan from the Village of $19C increases 2025-2028; and 100% debt continuation for both the Village and the Township ($8!

| Fiscal Year | Projected Rate Adjustments | Projected Revenues | Projected Expenses | Adjusted Operating Income | Projected Cash Balances | Capital Improvements |
|---|---|---|---|---|---|---|
| 2024 | 45.5% | 627,631 | 509,824 | 117,807 | 48,897 | 326,990 |
| 2025 | 8.0% | 677,684 | 530,607 | 147,077 | 30,195 | 122,097 |
| 2026 | 8.0% | 731,741 | 549,153 | 182,589 | 20,574 | 152,597 |
| 2027 | 8.0% | 790,123 | 568,858 | 221,265 | 35,986 | 171,097 |
| 2028 | 8.0% | 853,176 | 590,705 | 262,471 | 4,797 | 265,597 |
| 2029 | 0.0% | 1,060,227 | 615,506 | 444,721 | 172,014 | 336,954 |
| 2030 | 0.0% | 1,060,227 | 640,344 | 419,883 | 422,872 | 238,023 |
| 2031 | 0.0% | 1,060,227 | 663,997 | 396,229 | 668,528 | 227,886 |
| 2032 | 0.0% | 1,060,227 | 693,689 | 366,538 | 521,439 | 604,783 |